

<p style="text-align: center;"><b>DIVISION OF FACILITIES MANAGEMENT</b> <b>STATEMENT OF QUALIFICATIONS: EXPLANATION</b></p>
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All contractors wishing to bid on State of Kansas building construction projects, must apply for pre-qualification.

1. Contractors should complete a Statement of Qualifications using the most current edition of AIA Document A305 or AGC Document No. 221. This document serves as your application. (See **Notes** below for obtaining the forms)
2. You must have an application submitted **prior to** receiving any bid documents.
3. When filling out the AIA Form please pay special attention to the additional information required in Questions 3.4, 3.5 and 3.6. Part 5 Financials is **not** required to be completed.
4. When filling out the AGC document please include schedules A, B & C and do **not** provide information on:

Section 1.1	Not required to attach a brochure or promotional information
Section 5	Safety Program information
Sections 6.3	Bonding capacity
Section 6.4	Available bonding capacity
Section 6.5	Bonding for this project
Section 7	Financing
Section 9	Conflicts of Interest
Section 10	Other information
5. Send the forms and supporting documentation to:  

Barbara Schilling  
Division of Facilities Management  
900 SW Jackson Suites 600 (Use Room 102 if sending by courier)  
Topeka, Kansas 66612-1220
6. You will receive an initial letter when your application has been received in the office.
7. If, after an initial review of your application, you are required to submit additional information, you will receive a letter indicating what additional information is required.
8. You will receive a letter after your application is fully processed indicating your status.
9. It takes approximately 3 to 4 weeks to complete the application process.
10. An unofficial list of pre-qualified contractors can be found on the website at <http://da.state.ks.us/fp/contractor/prequalified.asp>
11. Your status can change after you complete a project and evaluations are received.
12. Applications are required to be resubmitted every three years from the date of your initial application. You will be notified when you are required to resubmit you application.
13. The State of Kansas reserves the right to request additional information from the contractor in any form, including the exclusions noted above.
14. For additional information, please consult the frequently asked questions FAQ on our website at <http://da.state.ks.us/fp/contractor>

**Note 1:** The AIA form can be purchased from any AIA office. Please contact the Kansas AIA office at the address listed below.

AIA Kansas  
700 Jackson Street, Suite 209  
Topeka, Kansas 66603-3731  
Telephone 785-357-5308

Fax 785-357-6450

**Note 2:** The AGC form can be purchased from the AGC office. Please contact the Kansas AGC office at the address listed below.

Associated General Contractors of Kansas  
200 W 33rd Streets  
Topeka, Kansas 66611  
Telephone 785-266-4015  
Fax 785-266-2516